

## Program A: Administrative

Program Authorization: La. Constitution, Article IV, Section 9; R.S. 36:761 and 764

### PROGRAM DESCRIPTION

The mission of the Administrative Program is to provide the leadership, support, and oversight necessary to be responsible for and manage, direct, and ensure the effective and efficient operation of the programs within the Department of the Treasury, Office of State Treasurer, to the benefit of the public's interest.

The goals of the Administrative Program are:

1. Effectively manage through policy development, communication, and dissemination of information, the provision of legal services and support, and the overall coordination of all programs in the Department of Treasury, Office of State Treasurer.
2. Promote sound cash management programs that benefit the taxpayers of the State of Louisiana.

### OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

**The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.**

1. (KEY) To ensure that all (100%) of the department's operational objectives are achieved.

Strategic Link: This objective is related to the Administrative Program's Strategic Goal I: *The Administrative Program will effectively manage, through policy development, communication and dissemination of information, the provision of legal services and support, and the overall coordination of all programs in the Department of the Treasury in accordance with LRS 36:764.*

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of department operational objectives achieved during fiscal year	Not applicable <sup>1</sup>	Not available <sup>1</sup>	100%	100%	100%	100%

<sup>1</sup> This performance indicator is part of a voluntary pilot model for administrative and support services programs. It was used for the first time in FY 1999-00. The indicator did not appear under Act 19 of 1998 and there is no performance standard for FY 1998-99. Since no data for this indicator were collected during FY 1998-99, there is no prior year actual figure.

2. (SUPPORTING) To revise and update an additional 50% of the department's policy and procedure manual.

Strategic Link: This operational objective is related to the Administrative Program's Strategic Objective I.1: *Revise and update 100% of the Department's Policy and Procedure Manual that addresses personnel, purchasing, travel, and property control in accordance with LRS 764A(2) by June 30, 2001.* This operational objective completes progress toward this strategic objective.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
S	Percentage completion of an active departmental policy and procedures manual	Not applicable <sup>1</sup>	Not applicable <sup>1</sup>	50%	50%	100%	100%

<sup>1</sup> This was a new performance indicator for FY 1999-00. It did not appear under Act 19 of 1998 and had no FY 1998-99 performance standard. Since this indicator measures a new initiative, beginning in FY 1999-00, no prior year measurement is applicable.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$498,491	\$522,153	\$522,153	\$529,498	\$470,927	(\$51,226)
STATE GENERAL FUND BY:						
Interagency Transfers	19,439	19,472	19,472	19,472	19,472	0
Fees & Self-gen. Revenues	214,104	431,763	431,763	405,263	444,351	12,588
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><b>\$732,034</b></u>	<u><b>\$973,388</b></u>	<u><b>\$973,388</b></u>	<u><b>\$954,233</b></u>	<u><b>\$934,750</b></u>	<u><b>(\$38,638)</b></u>
EXPENDITURES & REQUEST:						
Salaries	\$495,071	\$671,863	\$671,863	\$687,455	\$667,857	(\$4,006)
Other Compensation	14,542	12,000	12,000	12,000	12,000	0
Related Benefits	73,295	94,144	94,144	96,062	93,919	(225)
Total Operating Expenses	96,503	103,501	103,501	109,015	94,406	(9,095)
Professional Services	15,313	10,833	10,833	10,833	10,833	0
Total Other Charges	28,063	54,547	54,547	38,868	55,735	1,188
Total Acq. & Major Repairs	9,247	26,500	26,500	0	0	(26,500)
TOTAL EXPENDITURES AND REQUEST	<u><b>\$732,034</b></u>	<u><b>\$973,388</b></u>	<u><b>\$973,388</b></u>	<u><b>\$954,233</b></u>	<u><b>\$934,750</b></u>	<u><b>(\$38,638)</b></u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	10	10	10	10	9	(1)
Unclassified	4	4	4	4	4	0
TOTAL	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>	<u>13</u>	<u>(1)</u>

## SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, and Fees and Self-generated Revenues. Interagency Transfers are derived from various state agencies for the cost of central depository bank services. Fees and Self-generated Revenues are derived from the statewide retirement systems for their proportionate share of the cost of actuarial services and from fees collected for preliminary review and final approval of bond applications.

# ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$522,153	\$973,388	14	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$522,153	\$973,388	14	EXISTING OPERATING BUDGET – December 3, 1999
\$5,409	\$5,409	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$12,327	\$12,327	0	Classified State Employees Merit Increases for FY 2000-2001
\$224	\$224	0	Risk Management Adjustment
(\$26,500)	(\$26,500)	0	Non-Recurring Acquisitions & Major Repairs
\$34	\$34	0	UPS Fees
\$0	\$12,588	0	Salary Base Adjustment
(\$19,549)	(\$19,549)	0	Attrition Adjustment
(\$19,832)	(\$19,832)	(1)	Personnel Reductions
\$1,096	\$1,096	0	Civil Service Fees
(\$4,435)	(\$4,435)	0	Continuation of reductions imposed by Executive Order MJF 99-52 in FY 00-01
\$470,927	\$934,750	13	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$470,927	\$934,750	13	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL

\$0	\$0	0	SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE: None
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<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
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<b>\$470,927</b>	<b>\$934,750</b>	<b>13</b>	<b>GRAND TOTAL RECOMMENDED</b>
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The total means of financing for this program is recommended at 96.0% of the existing operating budget. It represents 94.1% of the total request (\$993,060) for this program. At the recommended level of funding, this program should provide approximately the same levels of service.

## PROFESSIONAL SERVICES

\$10,833	Independent Actuary for the Public Retirement System Actuarial Committee
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<b>\$10,833</b>	<b>TOTAL PROFESSIONAL SERVICES</b>
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## OTHER CHARGES

This Program does not have funding for Other Charges for Fiscal Year 2000-2001.

### Interagency Transfers:

\$49,100	Department of Justice for legal services
\$4,803	Civil Service Fees
\$332	Division of Administration, Office of Information Services
\$1,500	UPS Fees

<b>\$55,735</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
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<b>\$55,735</b>	<b>TOTAL OTHER CHARGES</b>
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## ACQUISITIONS AND MAJOR REPAIRS

This Program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2000-2001.